

TCU TRANSFER CHECK OFF SHEET

Student _____ Student ID No. _____

Sending Center _____ Receiving Center _____ Date Sent _____

PLEASE SEND ALL INFORMATION TO THE EXCELSIOR SPRINGS JOB CORPS CENTER AT
ONE TIME BY OVERNIGHT MAIL.

The following information is required by the Excelsior Springs Job Corps Center prior to a student's transfer to TCU:

1. Medical folder – in a separate, sealed envelope that will be reviewed only by the Health Services Department on Center. This should include:

- ☐ All chronological records of medical care (nursing notes)
- ☐ Any/all record of current physical exam SF88 and current immunization records within six months of transfer date
- ☐ HIV test on admission
- ☐ RPR on admission
- ☐ Hematocrit/Hemoglobin result on admission
- ☐ Urinary drug screen on admission (AODA)
- ☐ Mental health service report, if any, or notation that no mental health concern identified during current enrollment
- ☐ Dental Exam with dental class noted
- ☐ Females only – Pregnancy test within last thirty days

2. Other information needed – not sealed:

- ☐ Current Student Profile (ETA 6-40) updated with leave, accountability, with infractions, incidents, ESPs (Evaluation of Student Progress), and pay levels
- ☐ Data Sheet (ETA 6-52)
- ☐ Copy of GED or High School diploma
- ☐ Copy of Reading and Math TABE scores including Math Computation
- ☐ Copy of complete Vocational TAR with all lines signed

All of the above student material needs to be sent by overnight mail in one package to Ms. Barbara Lewis, ACT Coordinator, Excelsior Springs Job Corps Center, 701 St. Louis Avenue, Excelsior Springs, MO 64024 Phone (816) 629-3209.

If **ALL** of the information is not received by the Excelsior Springs Job Corps Center, the student's acceptance into the Excelsior Springs Job Corps Center and TCU will be delayed.

I certify that all of the above documents are enclosed:

Sending Center Staff Member Date

Phone Number _____